

No.PD/NERLP/2016-17/695/338  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

**Regional Project Management Unit**  
House No.102, Dilip Huzuri Path  
PO - Assam Sachibalaya, Dispur  
Guwahati-781006  
Date:-11/05/2018

**Vacancy Announcement**

Applications are invited for one Post of **Accountant** in District Project Management Unit (DPMU), Tuensang on contractual terms for North East Rural Livelihood Project (NERLP).

Application in prescribed format (available in [www.nerlp-development.in](http://www.nerlp-development.in)) along with self attested copies of certificates, mark sheets and testimonials should reach the office of the District Project Management Unit, North East Rural Livelihood Project (NERLP) , Ministry of DoNER, Govt. of India, Deputy Commissioner ' s Office Complex, P.O – Tuensang, Pin–798612, Nagaland. The last date of receipt of application is 28/5/2018.

For further details, please logon to [www.nerlp-development.in](http://www.nerlp-development.in).



**Project Director,**  
NERLP, Guwahati.

## Accountant

### Eligibility and Qualification:

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage)
- Must have two years experience in the rank of Accountant/Accounts Assistant/Cashier/ in a Government Project.
- Preference will be given to those having experience of externally aided Projects
- Must be conversant with accounting package (Tally).

### Other essentials:

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Willingness to accept minimum tenure of three years
- Should know local dialect of the respective States

### Job Responsibilities:

- Preparing Pay Rolls.
- Bills and claims to put up in time for payment.
- Regular writing of Cash Book.
- Maintain the books of accounts in the form prescribed under the rules.
- Ensure timely deposit of govt. dues.
- Preparing Bank Reconciliation.

## Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under:-

Accountant

**\*Rs. 27,000/- per month.**

\*Excluding applicable project allowances\*.

**Note: - Job responsibilities given are only illustrative.**